

CRANSTON SCHOOL COMMITTEE MEETING

MAY 18, 2015

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE, CRANSTON, RI 02920

EXECUTIVE SESSION – 6:00 P.M.

IMMEDIATELY FOLLOWING - PUBLIC SESSION

AGENDA

- 1. Call to order- 6:00 p.m. Convene to Executive Session pursuant to RI State Laws -**
- 2. PL 42-46-5(a)(1) Personnel:**
 - A. Discussion of Certified Administrator “A”**
- 3. PL 42-46-5(a)(2) Collective Bargaining/Litigation:**
 - A. Legal advice M.O.E**
 - B. Good Friday Litigation**
 - C. Waivers**
 - D. Legal Advice – Food Service**
- 4. PL 42-46-5(3)**
 - A. District Safety Plan**
- 5. Executive Session**
- 6. Call to Order - Public Session**
- 7. Roll Call – Quorum**
- 8. Executive Session Minutes Sealed – May 18, 2015**
- 9. Minutes of Previous Meetings Approved – April 8, 2015, April 13, 2015, April 14, 2015 and May 4, 2015**

- 10. Public Acknowledgements/Communications**
- 11. Chairperson's Communications**
- 12. Superintendent's Communications**
- 13. School Committee Member Communications**
- 14. Public Hearing**
 - a. Students (Agenda/Non-Agenda Matters)**
 - b. Members of the Public (Agenda Matters Only)**
- 15. Action Calendar/Action Agenda**

RESOLUTIONS

Sponsored by the Cranston School Committee

Resolution No. 15-05-01 Whereas, On Saturday, April 18, 2015, the Hugh B. Bain Science Olympiad team competed in the RI Science Olympiad Competition at Rhode Island College;

Whereas, the team competed against 16 other public and private middle schools in the state and came in 8th place in the middle school division;

Whereas, the following students were awarded medals in the following 5 events:

Bridge Building- GOLD- Jay Cooke and Sam Ly; Robo-Cross- GOLD- Jay Cooke and Quinn Lanigan; Wheeled Vehicle- SILVER- Jake

Gardner and Nicholas Yau;

Crime Busters- BRONZE- Carlos Lourenco and Maggie Pena; Elastic Launched Glider- BRONZE- Quinn Lanigan and Jay Cooke

Whereas, all members of the team worked very hard and should be commended.

Members of the Hugh B. Bain Science Olympiad Team: Isabel Baffoni, Quinn Lanigan, Sebastian Borgia, Carlos Lourenco, Alyssa Caldarone, Rose Lovenbury, Sophia Chan, Sam Ly, Jay Cooke, Autumn Messier, Domenico Deluca, Maggie Pena, Jake Gardner, Nicholas Yau and Bryan Granados

Alternates: Domenic Fusco, Angela Greig, Ajay Rodriguez, Gabriel Scungio, Haley Travieso

Coaches and Volunteer Coaches: Stephen Scappaticci, Kathleen Bergeron, Donna Durigan and John Remka

Be it RESOLVED, that the above students/teachers/volunteers be formally congratulated by the Cranston School Committee for their outstanding accomplishments and hard work;

Be it further RESOLVED, that they be presented with a copy of this Resolution signed by the members of the School Committee.

Sponsored by Janice Ruggieri, Chairperson of the Cranston School Committee

Resolution No. 15-05-02 - Whereas, the 4th Annual “Future Chef” competition, a Sodexo promotion, was held on March 26, 2015 at Peters School;

Whereas, students were asked to submit a Healthy Snack Recipe;

Whereas, we received 61 submissions and narrowed them down to 13 finalists;

Whereas, the finalists prepared their recipes at the March 26th event. The students were assigned a Sodexo employee to work with them to create a show plate for judging, as well as 50 tasting portions for the members of the community that attended;

Whereas, 1st place went to Nicholas Pisone from Dutemple Elementary, 2nd place went to Tonisha Thompson from Garden City Elementary and, 3rd prize went to Patrick McDonough from Stone Hill Elementary School;

Whereas, the 1st place winner will go on to compete in the National Competition using his submission.

Be it RESOLVED, the Cranston School Committee wishes to

recognize the above named students and the following students who competed, for their hard work and wonderful achievements:

Devan Medeiros, Alexandra Cowart, Ailani Sutherland, Chantel Celikbas, Cincere Nelson, Jayla Ugarte, Sofia Riccio, Larissa Derevyanko, Gabriella Cunha and Penelope Tremblay.

Be it further RESOLVED, that these students be presented with a copy of this resolution signed by the members of this committee.

Sponsored by the Cranston School Committee

Resolution No. 15-05-03 Whereas, current state law allows Concealed Carry Permit (“CCP”) holders to carry firearms onto school grounds; and

Whereas, the vast majority of states do not permit firearms on school grounds; and

Whereas, a study by the Violence Policy Center, a Washington D.C. gun safety organization, found, from May 2007 to February 2015, that in research involving 722 deaths in 544 concealed-carry shootings in 36 states and the District of Columbia, the vast majority of those killings were deemed non-self defense and only 16 cases were eventually ruled lawful self-defense (see “Violence Polity Center-Concealed Carry Killers” at www.vpc.org/ccwkillers.htm); and

Whereas, a two year comprehensive Final Report of the Sandy Hook Advisory Commission, consisting of school administrators, teachers, law enforcement, psychiatrists, law makers and legal professionals, dated February 2015, made findings including “Safe School Climate” and “Safe School Design and Operations Strategies” that specifically did not include the use of firearms or the of arming teachers or non-law enforcement civilians in schools; and

Whereas, the National Education Association has stated that: “Greater access to our mental health services, bullying prevention, and meaningful action on gun control - this is where we need to focus our efforts, not on staggeringly misguided ideas about filling our schools with firearms. Lawmakers at every level of government should dismiss this dangerous idea and instead focus on measures that will create safe and supportive learning environments our children deserve.” (NEA, 2012); and

Whereas, Rhode Island has adopted the School Superintendents Association “AASA Position Paper on School Safety: A response to the Tragedy at Sandy Hook Elementary,” which specifically denounces “efforts to bring more guns into our schools by teachers and administrators,” and reminds us that “schools remain the safest place for children”; and

Whereas, Rhode Island education leadership has carefully considered and implemented regularly audited school and

district-wide building safety plans and emergency protocols inclusive of first-responders, local law enforcement, and the school community:

NOW, THEREFORE, BE IT RESOLVED, that the Cranston School Committee respectfully requests the Rhode Island General Assembly to support 2015– H 586 and any and all legislative proposals that would disallow non-law enforcement to carry concealed firearms onto school grounds.

PERSONNEL

Resolution No. 15-05-04 RESOLVED, that at the recommendation of the Superintendent, the appointment of the following Program Supervisor be approved:

Stephen Scappaticci, Science

Resolution No. 15-05-05 RESOLVED, that at the recommendation of the Superintendent, the appointment of the following Assistant Superintendent be approved:

Norma Cole, Central Office

Resolution No. 15-05-06 RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as

substitutes on a temporary basis as needed:

Elizabeth Creta, Special Education ElementaryMiddle

Nicole Robinson, ElementaryMiddle Special Education

Jodi Brindamour, Social Studies

Kelly delacruz, General Subject Matter

Torie Okolowicz, Elementary

Resolution No. 15-05-07 RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Janet Kanelos, Teacher

Itinerant

Effective Date...June 30, 2015

Wendy Leiter, Teacher

Park View

Effective Date....June 30, 2015

Resolution No. 15-05-08 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be

appointed:

Michelle Lenk, Part Time Secretary

Central Registration Textbooks

Effective Date....May 18, 2015

New

Fiscal Note...18643150 51110

Resolution No. 15-05-09 RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Sherri Rose, Bus Driver

Sean Warner, Custodian

Tara Markholm, Secretary

Michael Pilkington, custodian

Charice Cruz, Custodian

Resolution No. 15-05-10 RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article X, Section C of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Ann Benetti, Teacher Assistant

Hope Highlands

Effective Date...March 1, 2015 to August 31, 2015

Resolution No. 15-05-11 RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Gail Macera, Executive Administrative Assistant

Central Office

Effective Date...May 12, 2015

Marilyn Pennacchia, Bus Aide

Transportation

Effective Date...June 21, 2013

Michael Gelsomino, Custodian

Plant

Effective Date...June 30, 2015

Resolution No. 15-05-12 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Michaela DeFusco, Bus Monitor

Transportation

Effective Date...April 14, 2015

Juan Gonzalez, Custodian

Plant

Effective Date...April 15, 2015

Richard Gemma. Custodian

Plant

Effective Date...May 8, 2015

BUSINESS

Resolution No. 15-05-13 RESOLVED, that the following purchases be approved:

Computer supplies in the amount of \$8,041.30. (Pending the availability of funding 2015-2016)

Number of bids issued 3

Number of bids received 2

Resolution No. 15-05-14 RESOLVED, that the following purchases be approved:

Library supplies in the amount of \$3,536.31 (Pending the availability

of funding 2015-2016)

Number of bids issued 4

Number of bids received 3

Resolution No. 15-05-15 RESOLVED, that the following purchases be approved:

Audio Visual supplies in the amount of \$4,243.42. (Pending the availability of funding 2015-2016)

Number of bids issued 7

Number of bids received 5

Resolution No. 15-05-16 RESOLVED, that the following purchases be approved:

Physical Education Uniforms for the Middle Schools in the amount of \$3.37 for shirts

and \$5.17 for shorts. Uniforms are paid for by the students

Number of bids issued 2

Number of bids received 1

Resolution No. 15-05-17 RESOLVED, that the following purchases be approved:

Math Manipulatives in the amount of \$8,539.96. (Pending the availability of funding 2015-2016)

Number of bids issued 7

Number of bids received 3

Resolution No. 15-05-18 RESOLVED, that the following purchases be approved:

Science supplies in the amount of \$8,435.93 (Pending the availability of funding 2015-2016)

Number of bids issued 8

Number of bids received 5

Resolution No. 15-05-19 RESOLVED, that the following purchases be approved:

Physical Education supplies in the amount of \$5,652.20. (Pending the

availability of funding 2015-2016)

Number of bids issued 9

Number of bids received 7

Resolution No. 15-05-20 RESOLVED, that the following purchases be approved:

Medical Dental supplies in the amount of \$11,137.69 (Pending the availability of funding 2015-2016)

Number of bids issued 7

Number of bids received 7

Resolution No. 15-05-21 RESOLVED, that the following purchases be approved:

Welding Equipment in the amount of \$32,654.24 (Funding through the State

Categorical Grant for CACTC)

Number of bids issued 5

Number of bids received 3

Resolution No. 15-05-22 RESOLVED, that the following purchases be approved:

Two Posted Automotive Lift in the amount of \$4,785 includes removal of old lift.

Number of bids issued 4

Number of bids received 2

Resolution No. 15-05-23 RESOLVED, that the following purchases be approved:

Floor Scrubbers (2) in the amount of \$8,687.50.

Number of bids issued 3

Number of bids received 1

Resolution No. 15-05-24 RESOLVED, that the following purchases be approved:

Propane Burnisher Floor Polisher (2) in the amount of \$9,102.50

Number of bids issued 3

Number of bids received 2

Resolution No. 15-05-25 RESOLVED, that the following purchases be approved:

Floor Covering as priced below:

VCT Tile: (prep, supply/install)

Level and seal existing flooring: \$2.00 sq/ft

Supply and Install new standard \$3.00 sq/ft

Supply and Install new premium \$4.15 sq/ft

Remove and dispose (non asbestos) \$2.75 sq/ft

Carpet Square:

Remove and dispose \$12.50 sq/yard

Supply and Install new 26 ounce Broadloom \$3.00 sq/ft

Supply and Install new rubber edging \$2.00 sq/ft

Supply and Install new carpet tiles \$49.00 sq/yards

Number of bids issued 5

Number of bids received 1

Resolution No. 15-05-26 RESOLVED, that the following purchases be approved:

Food Authority Inspection in the amount of \$7,360.00 for the period 2015-2018 per

Number of bids issued 3

Number of bids received 1

Resolution No. 15-05-27 RESOLVED, that the following purchases be approved:

Physical Exams for the Bus Drivers be awarded to Cranston Medical in the amounts of

\$38 per exam 2015-16, \$40 per exam 2016-17, \$42 per exam 2017-18 ;

\$20 per TB test

throughout the life of the contract.

Number of bids issued 4

Number of bids received 3

Resolution No. 15-05-28 RESOLVED, that the following purchases be approved:

Heating Fuel Oil be awarded to Santa Buckley Energy at an incremental rate over the

low posting price in the Journal of Commerce of 0.0925 per gallon (2015-16) and 0.1025 per gallon (2016-17)

Number of bids issued 4

Number of bids received 1

Resolution No. 15-05-29 RESOLVED, that the following purchases be approved:

Pest Control be awarded at a monthly cost of \$680.00 plus alternative pricing for the

fumigation \$50.00; Bees \$25.00; Ants or Flying Insects \$25.00; Roaches \$25.00 and

Termites per linear ft. \$5.00. Also quarterly service calls to the Food Service Program at \$75.00 for Fly Light Units. This bid is for 2015-2018 with no additional price increase.

Number of bids issued 3

Number of bids received 2

Resolution No. 15-05-30 RESOLVED, that the following purchases be approved:

Facility Management Software be awarded to School Dude in the amount of \$13,185

initial purchase, installation and training. Yearly fee to cost \$10,315.

Number of bids issued 3

Number of bids received 1

Resolution No. 15-05-31 RESOLVED, that the following purchases be approved:

Gas Burner for Cranston West in the amount of \$12,000

Number of bids issued 4

Number of bids received 1

Resolution No. 15-05-32 RESOLVED, that the following purchases be approved:

Tandem Axle Equipment Hauler in the amount of \$4,950.

Number of bids issued 4

Number of bids received 1

POLICY AND PROGRAM

Resolution No. 15-05-33 RESOLVED, that the School Committee hereby approves the revisions to the Teacher Evaluation Handbook for second reading (on file with the Superintendent's Office).

Resolution No. 15-05-34 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for second reading (see attached):

Policy No. TBD Security Policy

Resolution No. 15-05-35 RESOLVED, that at the recommendation of the School Committee, the following 5000 series, Students be amended or deleted for second reading (see attached):

Policy No. 5118.7 Affirmation of Residency Affidavit & Exhibit A Delete

Policy No. 5131.1 Bus Conduct Amend

Policy No. 5131.1a Rules for Students Riding School Buses Amend

Resolution No. 15-05-36 RESOLVED, that at the recommendation of the School Committee, the following 6000 series, Instruction be amended for second reading (see attached):

Policy No. 6153.1 Field Trip Procedures Amend

Policy No. 6153a, b, c, d Field Trip Procedures Amend

Resolution No. 15-05-37 RESOLVED, that at the recommendation of the School Committee, the following 3000 series, Non-Instructional Operations be deleted for second reading (policies on file with the

Superintendent's Office):

Policy No. 3541.1 Operation – Use of Busses Delete

Policy Bo. 3541.3 Routes and Services Delete Policy No. 3541.21 School Committee Delete

Policy No. 3541.22 Superintendent of Schools Delete

Policy No. 3541.23 Principals Delete

Policy No. 3541 23a Principals Delete

Policy No. 3541.24 Bus Drivers Delete

Policy No. 3541.31 Transportation/Disembarking Students Delete

Policy No. 3541.33 Special Transportation for Exceptional Delete Children

Policy No. 3541.34 Special Transportation for Non-Public Delete School Pupils

Policy No. 3541.41 Maintenance of Equipment Delete

Policy No. 3541.42 Vandalism Delete

Policy No. 4216.2 Bus Drivers Delete

Resolution No. 15-05-38 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for second reading (see attached)

Policy No. TBD In-School Observations of Students

Resolution No. 15-05-39 RESOLVED, that at the recommendation of the School Committee that the Rhode Island Department of

Elementary & Secondary Education Employment First Policy be adopted. (See policy on file with the Superintendent's office)

TABLED RESOLUTIONS

Resolution No. 15-03-21 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for first reading (see handout).

Policy No. TBD Comprehensive Assessment System

Resolution No. 15-04-13 RESOLVED, that the following purchases be approved:

Elevator Maintenance per the bid contracted between The West Bay Collaborative and

the National IPA for the period of 2015-2018 at a rate of \$2,751 per month payable quarterly. (Purchase pending the availability of funding 2015-2016 budget)

Resolution No. 15-04-15 RESOLVED, that the following purchases be approved:

Student Planners (funded by Middle School annual order allocation) n the amount of \$6,555 (Purchase pending the availability of funding

2015-2016 budget)

Number of bids issued 4

Number of bids received 1

Resolution No. 15-04-16 RESOLVED, that the following purchases be approved:

Subscriptions in the amount of \$4,298 (Purchase pending the availability of funding 2015-2016 budget)

Number of bids issued 5

Number of bids received 5

Resolution No. 15-04-17 RESOLVED, that the following purchases be approved:

Photocopy supplies in the amount of \$31,090.50 (Purchase pending the availability of funding 2015-2016 budget)

Number of bids issued 2

Number of bids received 2

Resolution No. 15-04-29 RESOLVED, that at the recommendation of the Superintendent the Food Service Management Company (FSMC) contract be awarded to ARAMARK pursuant to the terms and conditions of the RFP and bid documents for the period 2015-2016 with 4 subsequent one year renewal options.

16. Public Hearing on Non-Agenda Items

17. Announcement of Future Meeting(s) – June 10, 2015, June 15, 2015, June 22, 2015 and June 25, 2015

18. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the agenda.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of hearing date. Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 845 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: May 15, 2015

** **

Cranston Public Schools Policy #.....

SECURITY POLICY

Proposed by Assistant Superintendent Jeannine Nota-Masse and School Committee Member (TBD)

Effective (DATE TBD)

General Policy Statement

This policy shall provide guidelines and establish procedures for identification protocols, camera surveillance systems, authorized users who may monitor, modify, expand, and maintain/repair such system(s) for the Cranston Public Schools.

Staff will be required to wear school-issued identification badges during the work day as well as during any paid assignments (i.e. extracurricular activities, summer school, after school activities).

Cameras shall only be placed in public areas such as hallways, classrooms, athletic areas, parking lots and public walkways. The surveillance system cameras shall not be placed in areas where individuals may have a reasonable expectation of privacy (e.g. restrooms, locker rooms, private offices, staff lounges). Audio recordings shall not be taken.

Signs will be posted in conspicuous locations informing persons that the buildings and grounds may be under video surveillance.

The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications including a notice in the student handbook.

Maintenance of the cameras and recording systems will be the responsibility of the District.

The use of video surveillance equipment on school grounds shall be supervised by the Superintendent or Designee. Only individuals authorized by the Superintendent or Designee may view the surveillance recordings. The recordings may be used in investigations pertaining to violations of school policies including but not limited to, acts of theft, vandalism, assault or any acts which could compromise student/staff safety.

All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release. Any requests for recordings must be sent in writing to the superintendent of schools. Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an ongoing investigation by that agency.

 

5118.7

STUDENTS

AFFIRMATION OF RESIDENCY AFFIDAVIT

The Cranston Public Schools has constantly established a reputation for excellence, and due to their success and Cranston's proximity to other urban areas, Cranston Public Schools may

occasionally attract students who may not live in Cranston.

The committee hereby authorizes the Superintendent to include and require the attached affidavit (see Exhibit A) to be signed (along with the disciplinary code letter of understanding) at the beginning of each school year, or, in the case of new students entering during the school year, before such students are admitted.

This affidavit should identify the student, his or her parent, guardian, or approved caretaker along with the legal Cranston address where the student resides. This shall be a legally binding agreement for the liability of payment of out-of-district tuition (as set by the committee) by the parent, guardian, or caretaker should it be determined that the student does not reside in Cranston. The student will be automatically demitted from the school and may not be re-admitted until such time as proof of residency is made.

This affidavit would exclude those out-of-district students who attend the Cranston Area Career & Technical Center, the New England Laborers'/Cranston Public Schools' Construction Career Academy, or any out-of-district students attending Cranston Public Schools under state and federal mandates.

Policy Adopted: May 16, 2007 CRANSTON PUBLIC SCHOOLS

Resolution No.: 05-5-7 CRANSTON, RI

5118.7

(Exhibit A)

CRANSTON PUBLIC SCHOOLS

AFFIDAVIT

Caution: Read this statement carefully before signing. This document requires you to provide information which, if not true, could make you responsible for the payment of tuition for your child to attend the Cranston Public Schools.

I.

I, _____, affirm that

_____ (name) _____ (child's name)

whose birth date is _____ resides permanently with me at _____ (month/day/year)

my residence at _____, in the Cranston, RI (street address)

Public School District. I am the (check one):

**_____ custodial parent
_____ legal guardian
_____ state appointed custodian
_____ person responsible for the child who resides with me for other than**

the sole purpose of attending the Cranston Public Schools of the above-named child. Submitted with this statement, if applicable, is a certified copy of a court order granting me custody, legal guardianship, or temporary state custody of the above-named child.

II.

I understand that only legal residents of the City of Cranston, who are otherwise eligible, are entitled to be educated by the City of Cranston

without charge.

III.

If any of the information above ceases to be true, I shall immediately notify the Cranston Public Schools in writing and, if the child is permitted to remain in the Cranston School System, I will be responsible for payment of tuition for the child at the prevailing district rate on a pro-rated basis (unless otherwise permitted to remain in the district by applicable law or regulation.) Such payment shall be charged from the date that any of the above information ceases to be true. Such tuition shall become immediately due and payable.

I affirm that the above statements are true and accurate to the best of my knowledge:

Signature

Date

 

STUDENTS 5131.1

Bus conduct

No unauthorized person or persons shall be allowed to ride on a school bus or other vehicle belonging to the Cranston School Department.

Individuals transported by bus, shall conduct themselves in accordance with all rules and regulations established by the School Committee or their designees and the individuals' conduct shall demonstrate regard and safety for other passengers.

Policy CRANSTON SCHOOL DEPARTMENT

Amended: 5/18/15 Cranston, Rhode Island

STUDENTS 5131.1a

Bus conduct

Rules for Students Riding School Buses

- 1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.**
- 2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.**
- 3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.**
- 4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.**
- 5. Outside of ordinary conversation, classroom conduct must be observed.**
- 6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.**
- 7. No pupil will smoke or light matches/lighters on a school bus.**

8. No pupil shall at any time extend his/her head, hands or arms out of the windows, whether the school bus is in motion or standing still.

9. No pupil shall open a window on a school bus without first getting permission from the school bus driver.

10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of weapon, straps or pins extending from their clothing.

11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.

12. No pupil will be allowed to talk to the driver more than is necessary.

13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.

14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.

15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the road until

given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.

16. Pupils must cross the road at least ten (10) feet in front of the bus and never behind it.

17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due. When the bus approaches the stop, the student shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.

18. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.

19. Pupils who have to walk some distance along the road to the bus loading zone, where practicable, must walk on the left hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the afternoon.

20. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

21. In the event of an actual emergency, emergency exits procedures, as established by the emergency exit drills, will be followed.

22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

Administrative Regulations CRANSTON SCHOOL DEPARTMENT
Amended: 5/18/15 Cranston, Rhode Island

6153.1

INSTRUCTION

Field Trip Procedure

Any trip including Cranston school students made during school periods or vacation periods must be in compliance with Administrative Regulations for Policy 6153a and meet appropriate

school system bidding, insurance, safety and transportation procedures.

Any other pertinent requirements to insure complete compliance with all school committee policies may be added to the administrative regulations.

The superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.

Policy CRANSTON SCHOOL DEPARTMENT

Amended: 5/18/15 Cranston, Rhode Island

6153a

FIELD TRIP PROCEDURES

- 1. Field trip request forms should be sent to the Assistant Superintendent's Office three weeks days prior to the trip. (Per our field trip documents)**
- 2. Buses are available from 9:00 A.M. (pick-up) to 1:50 P.M. (return to school). In some cases we can provide a bus at 8:30 A.M., but you must call Transportation first to check availability.**
- 3. Field trips will be accepted throughout Rhode Island, and at the discretion of the Director of Transportation, outside of the state within the hours listed in number 2.**

4. Approximate cost for your trip can be figured by the number of hours of the trip plus one (1) hour for travel time.

5. Due to the cost of fuel there will be a surcharge over the cost of the driver. Outside of city limits there will be a fuel surcharge fee. If the trip involves travelling over the Newport Bridge the toll fees will be the responsibility of the school.

6. YOU WILL RECEIVE CONFIRMATION OF THE TRIP 4-5 DAYS PRIOR TO THE DATE OF THE TRIP. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN THIS TIME, CONTACT THE TRANSPORTATION OFFICE IMMEDIATELY.

7. At least one (1) teacher MUST be on the bus during the trip and is responsible for the behavior of the students. There is NO EATING OR DRINKING allowed on the bus while it is moving. THIS APPLIES TO EVERYONE.

8. If you feel a driver was discourteous or their driving made you uncomfortable, please contact the Transportation Office when you return from the trip.

9. Trips travelling outside the state may be booked with a private contractor. Cost of the trip will be based on the availability of the bus size and field trip request forms should be sent in at LEAST ONE (1)

MONTH in advance. Buses will be Coach buses. Cost will be determined upon availability.

10. When you receive your bill, please send payment to the Transportation Office within ten (10) days after the receipt of the bill.

11. If for any reason you are going to cancel a trip, you MUST call this office at least ONE (1) HOUR prior to pick-up time or you will be charged a minimum fee.

12. Capacity of buses is sixty-five (65) persons. Middle and high schools should not exceed 45-50 passengers per bus, including adults, because students will have to sit three (3) to a seat.

OTHER CONSIDERATIONS

1. Adequate instructional preparations for the trip should have been made.

2. Follow-up activities should be planned.

3. Necessary safety precautions including permission slips, adult/student ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the Transportation Department, principal or his/her designee.

4. Students have been properly instructed as to the code of conduct

expected.

***Programs involving school bus transportation which are an integral part of the program such as computer math, swimming, YMCA, physical education, etc. will be ongoing.**

Policy CRANSTON SCHOOL DEPARTMENT

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II. Procedures for Obtaining Transportation

A. Using School Vehicles

- 1. A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.**
- 2. Bus Request Form will be utilized for all field trips.**
- 3. Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time, may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.**
- 4. All requests will be submitted to the Office of the Assistant Superintendent.**
- 5. Approval will be based on revised established Criteria for Field Trips.**
- 6. The entire cost for the use of the school vehicle for the trip will be deducted from the building's field trip allocation.**

B. Using Commercial Carriers - Using School Funds (Partial Payment)

- 1. Same as item 1 above**
- 2. Same as item 2 above**
- 3. Same as item 3 above**
- 4. Same as item 4 above**
- 5. A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.**
- 6. With the request for the field trip, a cost estimate must be submitted.**
- 7. When using a commercial carrier, under this section, the Transportation Department will make arrangements with the carrier.**

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C. Use of Vehicles and Funds Other Than Those of the School Department

- 1. Permission for such trips must be approved by the principal and notification to the Assistant Superintendent must be made at least ten days prior to the trip taking place.**
- 2. Permission must be granted in writing by parent or guardian before each student is allowed to go on any field trip.**
- 3. Cost to students to cover the expense of such trips should be kept as low as possible.**
- 4. Proper adult supervision must be maintained; no less than a 1:10 ratio.**
- 5. Transportation Department will be responsible for ensuring that the**

commercial carrier is safe and adequately insured for such trips.

D. General Consideration Covering All Trips

1. No student should be denied the privilege of any trip because of his inability to pay the established charge.

2. Permission in writing must be obtained before any student will be allowed to participate in a field trip experience.

3. A 1:10 pupil/adult ratio will be maintained on all trips.

4. Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.

5. Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.

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III. Guidelines for Field Trips

Well organized, carefully planned tours and field trips that contribute to the educational growth of the students involved, shall be considered an important adjunct to pupil activity.

A. Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day.

Guidelines

- a. Planned at least one week in advance, longer if possible.**
- b. Approved by the building principal, even if it is a walking trip and it involves leaving the school grounds.**

- c. A part of the instructional program of the class.
- d. Organized under the “buddy system” whenever possible.
- e. No child shall be restricted from making any trip because of lack of finances.
- f. Parental permission forms must be signed by the parents and placed on file with the building office for all field trips except those within walking distance of the school.
- g. Principals must see to it that field trips are equalized within their building.

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CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for all Parents

These guidelines have been established in order to minimize

disruption in instruction and/or to the educational process in general.

1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must state the reason for said observation. Only a parent may observe, and the parent shall not bring anyone else to the observation.

2. Parents requesting to observe a classroom must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy 1250).

3. Parents requesting to observe a classroom must be accompanied by an administrator at all times.

4. Parents may observe no more than one (1) time per quarter unless specific permission has been granted by the Superintendent or his/her designee.

5. Parents observing a classroom shall be apprised of the confidentiality requirements under the law. The scope of the observation shall be limited as necessary and as determined by the Administration. Parent may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

6. Prior to the observation, school administration shall establish the

time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes unless express permission is granted by the Superintendent or his/her designee. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit unless permission is granted by the administration prior to the observation. Such behavior will be considered disruptive and the parent will be asked to leave the classroom.

7. The Cranston Public Schools reserve the right to rescind observation privileges allowable under state and federal regulations to any parent who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement, I agree to comply with the terms and conditions herein.

Name Signature

Student's Name

** **

Cranston Public Schools

Confidentiality and Indemnity Agreement

Observation of Student

It is the responsibility of the Cranston Public Schools (hereinafter “CPS”) to follow all state and federal laws relating to the confidentiality of information for both students and staff. Additionally, it is the policy of CPS to provide our students and employees with a level of privacy and confidentiality with any information concerning any of our students or employees.

In the course of your observation you may have access to information about other students or employees, their families and/or personal business.

Therefore, I agree that:

I will hold confidential any information I may observe or derive from tangible Education Records of any student other than my own child. I understand that the term "Education Records," as used in this agreement, means records and other tangible materials that contain information directly related to a student, or any information derived from tangible records, and are maintained by the Cranston School Department or its agents and employees

I understand that if I violate this confidentiality agreement, I shall never again be allowed to observe any student in the CPS and legal

action could be taken against me. I further agree to indemnify the CPS in the event that I violate my confidentiality requirement and legal action is taken against CPS for any damages assessed against CPS.

I further understand that an administrator and/or staff member shall accompany me throughout the observation. I agree not to take any action during the course of the observation which would disrupt the educational environment. I understand that if I do disrupt the educational environment at any time the observation shall be terminated immediately.

I have read this confidentiality agreement and agree to its terms.

Name

Signature

Date

Policy CRANSTON SCHOOL DEPARTMENT

Adopted: 5/18/15 Cranston, Rhode Island